

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 N. UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
www.mh.alabama.gov

August 10, 2016

RFP #2017-10

Dear Vendor:

The Alabama Department of Mental Health (DMH) is soliciting proposals from nursing professionals to provide services as a **Psychiatric Certified Registered Nurse Practitioner (CRNP)**. Proposals will be accepted until **Thursday, August 25, 2016 at 3:00 pm**.

The submission of a proposal does not guarantee the award of a contract. Any contract resulting from the proposal is not effective until it has received all required governmental approvals and signatures. In addition, the selected vendor shall not begin performing work under this contract until notified to do so by the departmental contracting agent.

When submitting a proposal, please read the entire request for proposal document and return your proposal in the requested format. All proposals should be submitted in ink or typed and contain an original signature. Submissions should be delivered to:

Alabama Department of Mental Health
Attn: Office of Contracts & Purchasing
100 North Union Street, Suite 570
Montgomery, AL 36104

MAILING NOTE: Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are **not** accepted. Also, please note: All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department. By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely. Postmarks of the date mailed are insufficient; the proposal must actually be received at the above listed office by the date and time specified.

Sincerely,

Joey Kreauter

Joey Kreauter, Director
Office of Contracts & Purchasing

Organization: ALABAMA DEPARTMENT OF MENTAL HEALTH (DMH)

RFP Closing Date & Time: **Thursday, August 25, 2016 at 3:00 pm**
Review the mailing note.

RFP Contact Info: Leola Rogers
AL DMH
Office of Contracts & Purchasing
RSA Union Building
100 North Union Street, Suite 570
Montgomery, AL 36104
Telephone Number (334) 353-7440
Fax Number (334) 353-7090
Email: leola.rogers@mh.alabama.gov

MAILING NOTE: Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are **not** accepted. All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department. By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely. **Postmarks of the date mailed are insufficient; the proposal must actually be received at the above listed office by the date and time specified.**

ADDITIONAL INFORMATION

1. Who **MAY** respond to this RFP? Individual Nursing professionals.
2. Who **may not** respond to this RFP? Staffing agencies, Employees of DMH, and current state employees.
3. In order to do business in the State of Alabama all businesses domestic and foreign must be registered with the Alabama Secretary of State Office.
(**Domestic** means within the State of Alabama. **Foreign** means out-of-state.)
4. If contracted with the State of Alabama, all vendors must:
**Enroll in E-Verify System thru Homeland Security.
**Register with STAARS Vendor Self Service at
<https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService>
5. The Department of Mental Health reserves the right to reject any and all proposals if RFP instructions are not adhered to, such as: received after deadline (**see mailing note**), requested # of submissions not received.
6. **Specify facility of interest (if applicable).** Each facility determines the contract vendor for their location.

The Alabama Department of Mental Health (DMH) is soliciting proposals from qualified nursing professional to provide services as a **Psychiatric Certified Registered Nurse Practitioner (CRNP)**.

Contract position is currently available at the location(s) listed: Taylor Hardin Secure Medical Facility (THSMF) in Tuscaloosa, AL.

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SECTION I

Required Qualifications:

1. Have a Master's Degree or higher advanced degree in Nursing, with a clinical specialty in the appropriate area of practice (Psychiatric).
2. Must have successfully completed a Nurse Practitioner program recognized and approved by the Alabama Board of Nursing.

Necessary Special Requirements:

1. Possession of a current advanced practice nursing certification as a Certified Registered Nurse Practitioner (CRNP) granted by the Alabama Board of Nursing in the clinical specialty appropriate with the area of practice (Psychiatric).

Scope of Work:

1. Obtains comprehensive mental health assessment on forensic patients admitted to the hospital, including an evaluation of mental status, current and past history of violence, suicidal or self-harm behavior, substance use, level of functioning, sexual behaviors and social development.
2. Progress Notes: Assesses and evaluates changes, provides direct patient care and treatment and documents health status of forensic patients.
3. Treatment Notes: Assesses and documents treatment for patients with acute changes and patient on special observation.
4. Assists in preparing discharge orders, arranges referrals and obtains confirmation of the referrals; and follow-up as appropriate with other community resources and members of the health care team to enhance continuity and quality of care for assigned forensic patients.
5. Orders and interprets findings of relevant diagnostic and laboratory tests on forensic patients and documents consultation with medical service.
6. Communicates/interacts with forensic patients, their families and co-workers to provide consistent, quality health care for forensic patients in a professional, caring and responsive environment.
7. Provides ongoing care and treatment for forensic patients.
8. Responds to emergency codes within the facility (e.g., Code Blue) and provides support and expertise as needed.
9. Participates in the development, utilization and revision of practice guidelines for Nurse Practitioner to include peer review/quality assurance to enhance continuity and quality of care for assigned forensic patients.
10. Attends and monitors assigned treatment team processes to ensure mandated functions are completed to provide optimal services to patients.

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SECTION II

A. Proposal Content

Instructions must be followed or responses will not be graded.

Each proposal is to contain specific responses to each of the following requests and respondents are encouraged to respond fully to each inquiry, but to be as concise as possible. Submit the response to each item with the item reproduced at the top of the page of the response.

1. Submit a cover letter summarizing your proposal. Limit the cover letter to no more than one page.
2. Attach contact information regarding the respondent including legal name, correct address, telephone, and contact person.
 - *Include previous experience.
 - *Include knowledge of the requested services and/or any special training.
 - *Include any information pertaining to the respondent's abilities to provide the scope of work for this RFP.
3. Attach a **detailed** budget (frequency, pay rate, or detailed price list etc.).
4. Clearly print on the outside of the envelope **CRNP RFP**.
5. Submit one (1) original and two (2) copies.
6. All pages should be numbered consecutively beginning with **number 1** after the cover letter.

Your entire proposal must be received at the following address no later than 3:00 pm on August 25, 2016. **Please review the mailing note.** All proposals received after the deadline will be returned unopened.

Submit RFP Responses To:

AL Department of Mental Health
Office of Contracts & Purchasing
RSA Union Building
100 N. Union Street, Suite 570
Montgomery, AL 36104

The Department of Mental Health assumes no responsibility for expenses incurred in the preparation of the proposal and reserves the right to reject any and all proposals. Additionally, DMH reserves the right to waive irregularities in any proposals and request clarification of any information, and negotiate with the firm and/or individual submitting the best proposal to secure more favorable conditions.

B. Evaluation Process

A review committee will examine each proposal submitted and may elect to conduct interviews with finalists. The department expects a final selection on or before September 16, 2016.

C. Selection Criteria

Selection shall be based on factors to be developed by the procuring state entity, which may include among others, the following:

1. Specialized expertise, capabilities, and technical competence, as demonstrated by the proposed approach and methodology to meet project requirements.

2. Resources available to perform the work, including any specialized services within the specified time limits for the project.
3. Record of past performance, quality of work, ability to meet schedules, cost control and contract administration.
4. Availability to a familiarity with the project locale.
5. Proposed project management techniques.
6. Ability and proven history in handling special project contracts.

D. Evaluation Criteria

Proposals will be evaluated based on their responsiveness to the items contained in the content section of this Request for Proposal. It is expected that the review committee will rate responses according to the following ways:

1. Experience, stability and reputation –35%
2. Understanding of and responsiveness to the Request for Proposal – 15%
3. Expertise and knowledge of the requested service – 35%
4. Budget – 15%

SECTION III

DATES and DEADLINES

RFP #2017-10

Item	Date	Delivery Method
RFP Release	August 10, 2016	USPS, ADMH Website, and STAARs website
Deadline to submit RFP questions and requests for clarification	August 15, 2016 by 3:00 pm CST	Email to leola.rogers@mh.alabama.gov
RFP Questions Posted	August 18, 2016	ADMH website www.mh.alabama.gov/adcp
RFP Submissions Due (1 original & 2 copies)	August 25, 2016 by 3:00 pm	USPS or FedEx or UPS (Review mailing note)
Notification of selection status	September 16, 2016 Approximately	USPS (In writing)

Submit RFP Responses To:
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